



## **PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT SAFETY POLICY**

POLICY NUMBER: <b>4</b>	DATE: November 24, 2000
TITLE: <b>INSPECTION PROGRAM</b>	APPROVED BY: Katherine Boxer Latipow

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### **4-1. REFERENCE**

- (a) Title 8, California Code of Regulations, Chapter 4, Subchapter 4, Section 1509
- (b) Title 8, California Code of Regulations, Chapter 4, Subchapter 7, Section 3203
- (c) City of Fresno Administrative Order Number 2-3, Subject: Safety Program

### **4-2. PURPOSE**

To identify, through periodic visual inspections, unsafe conditions and work practices within the Parks, Recreation and Community Services Department.

### **4-3. POLICY**

- (a) Each division shall have a safety inspection program in place in accordance with OSHA regulations. Monthly a joint inspection of each park shall be accomplished by a supervisor or other designated individual from the Parks Division and the Recreation Division.
- (b) Supervisors are responsible for the completion of all safety inspections in a timely manner. All safety inspections shall be documented and retained in accordance with the Safety Records Retention Policy and other statutory/regulatory requirements, as appropriate.
- (c) Deficiencies discovered as a result of inspections shall be corrected without delay. No employee shall be allowed to work in an environment that contains an unsafe condition except for the purpose of correcting the condition.
- (d) Division Managers shall review the inspection program of their division and take corrective action as necessary. The Division Manager is encouraged to use the Safety Committee of the Division for this purpose.